



MEMORANDUM

- **Purpose**

- This memorandum describes the types of activities provided by Fishkind & Associates, Inc. ("Fishkind" or "Manager") to the Eagle Ridge Community Development District ("District"), a unit of local government established pursuant to Chapter 190 of the Florida Statutes. The Manager provides three primary types of services to the District, including: management, accounting, and public records administration.

- **Experience**

Fishkind currently provides ongoing management and accounting services to more than 70 successful special districts throughout the state. Selected district management clients include:

- a. Lakewood Ranch Stewardship District in Manatee and Sarasota Counties
- b. The "Lake Nona" family of Community Development Districts in Orlando
- c. Sweetwater Creek Community Development District in St. Augustine
- d. Winter Garden Village at Fowler Groves Community Development District in Winter Garden
- e. Villages at Gulfstream Park Community Development District in Hallandale
- f. The "Tradition" family of Community Development Districts in Port St. Lucie

- **District Management Services Summary**
- General District Management Services
 - a. Joseph McLaren, Esq. and Doris Houck oversee the management activities described below.
 - b. The Manager will organize the meetings of the District's Board of Supervisors. These organizational services include, but are not limited to, providing agenda packages, scheduling meetings, and publicizing Board meeting and public hearing notices pursuant to Florida law.
 - b. The Manager will prepare and submit to the District's Board of Supervisors a proposed annual budget and administer the adopted budget of the District. This will include the processing of the District's accounts payable and receivable. The Manager will work closely with the District's vendors to ensure services are timely rendered and vendor payments are timely processed.
 - c. The Manager will consult with the District's Board of Supervisors and its designated representatives, and when necessary, organize such meetings, discussions, project site visits, workshops, and hearings as may pertain to the administration and accomplishment of the various projects and services provided by the District.
 - d. The Manager will also consult with and advise the District's Board of Supervisors on matters related to the operation and maintenance of the District's public infrastructure and oversee the operation and maintenance of that infrastructure. The Manager will also work in coordination with the District Engineer to oversee the work of District contractors and employees related to this end.
 - e. The Manager will draft all necessary District resolutions and other documents that are not provided by the District's counsel or bond counsel.

- f. The Manager will act as the primary point of contact for property owners and residents within the District for all District-related matters.

- **Accounting Services**

- a. Degreed accountants provide accounting services to the District. Accounting work is overseen by Byron Walden, a CPA on staff at Fishkind.
- b. The Manager will define and implement an integrated management reporting system which will allow the District to represent fairly and with full disclosure the financial position of the District. Such system will comply with the requirements of the Generally Accepted Accounting Principles (GAAP) for government fund accounting. The District's accounting activities will be handled by a degreed accountant.
- c. The Manager will track the District's general fund and bond fund activities and provide monthly details on this activity. Monthly government fund financial statements will be provided along with year-end annual statements. A budget-to-actual summary will also be provided to members of the Board of Supervisors on a regular basis. All accounting services will be coordinated with the District's auditors to ensure that a smooth and efficient annual audit of the District's books take place.
- d. The Manager will coordinate with the District's auditors in timely providing an annual audit of the District's financial activities to the State of Florida.

- **Minutes and Public Records Services**

- a. Administrative Support provides public records services to the District.
- b. The Manager will define and implement a system of record management for the District, including a concise and accurate

record of the official actions of the Board of Supervisors and any District committees. The District's public records will be retained by the Manager in both electronic (PDF) and hard copy format. Audio and written minutes of the Board of Supervisor's meetings will also be maintained.

- c. The Manager will comply with all public records requests in a timely manner and consistent with Florida statutory requirements.